

CONFIDENTIAL

Executive Registry
77-2592/3

15 November 1977

*Cal. Building
White House
8 Nov 77*

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6 dtd 3 May 77; Subj: Servicing
DCI Requirements and Your Needs

25X1

1. According to the Director's projected calendar, he is tentatively scheduled to meet with the following senior officials:

Thursday, 17 November

1130	President Carter
1200	Dr. Brzezinski
1830	Secretary Vance

Friday, 18 November

1730	Secretary Brown
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2. Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meetings with the above-named officials.

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3. It is requested that you forward an appropriate response, if required, to the Director as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

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4. To provide the Director with sufficient time to review your materials prior to his meeting, please have them delivered to this office by COB the night before the scheduled meeting. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.

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*Cal. Building
White House*
Deputy Executive Secretary

Attachment

Distribution:

D/DCI/CT

Chief, Action Staff/NFAC
Executive Officer/DDO
Executive Assistant/OLC

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Info: Cdr. Approved For Release 2004/05/05 : CIA-RDP80M00165A002300080005-7

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<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation with Secretary Brown, 10 Nov (11 Nov)	77-9712	Action still outstanding on Paragraph 4

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Chief, Action Staff/NFAC

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Debrief of Meeting on 1 November 1977 (2 Nov)	77-10016	Action still outstanding on Paragraphs 1f and 5
Conversation with Secretary Brown, 15 Oct (26 Oct)	77-9519	Action still outstanding on Paragraph 7
Conversation with Secretary Brown, 10 Nov (11 Nov)	77-9712	Action still outstanding on Paragraph 5

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~~CONFIDENTIAL~~Executive Officer/DDO

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Debrief of Meeting on 1 November 1977 (2 Nov)	77-10016	Action still outstanding on Paragraph 7
Conversation with Dr. Brzezinski, 8 Nov (8 Nov)	77-2783	Action still outstanding on Paragraphs 1 and 3
Conversation with Secretary Vance, 4 Nov (7 Nov)	77-2766	Action still outstanding on Paragraph 10
Conversation with Deputy Secretary of Defense, 15 Oct (17 Oct)	77-9462	Action still outstanding on Paragraph 1

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Executive Assistant/OLC

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation with Secretary Brown, 10 Nov (11 Nov)	77-9712	Action still outstanding on Paragraph 1

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